FSA Status Reviews System
User Documentation

Purpose

The purpose of the Food Security Act (FSA) Status Reviews Database System is to:

1) provide a nationally uniform means of collecting and maintaining FSA Status Review data at the field, State, and national levels,
2) apply established business rules and data validation to improve basic data quality, quantity, and integrity, and
3) provide a user-friendly and efficient mechanism to analyze and report Status Review information at the end of the year.

Background

In 2000, the FSA Status Review data collection process was revamped. A Microsoft Access97 database application was developed to provide a uniform means of collecting, maintaining, analyzing, and reporting Status Review data. The application has built-in data quality checks, including data type and length, and forces the user to select from standardized lists, where possible. These steps were taken to improve the overall data quality and integrity of the data and analyses.

A screen print of the database menus is included on Pages 7 – 9 of this documentation. You may want to print only pages 1 – 6 of this documentation for a user guide.

Database application questions are handled by LeRoy Hall at (202) 720-0040 and technical status review questions are handled by Beth Schuler at (615) 646-9741.

Basic Instructions – Before You Start

The application has been sent to you as a zipped file (FSAReview2002XX.zip). Once you have saved the zipped file to your hard drive, double-click on the file. A pop-up window will be displayed and will ask where to unzip the file. Once you have selected the directory location, click on the extract button to unzip the files and be ready to go. The zipped file is NOT password-protected. If you experience problems unzipping the file, let me know and NHQ can transmit the unzipped version to you. (LeRoy.Hall@usda.gov) Two copies are being furnished to the State Office; one is the Design Master and the other is the Database Replicate. State offices should retain the Design Master and distribute copies of the Database Replicate to each county that has status review tracts pre-selected or has the potential of state- or locally-selected tracts.

What Replicated Databases Are!

Replicated databases are every bit a real database as standard databases. They have tables, queries, and reports that **cannot** be modified in design, but tables can be queried, data can be displayed in forms and modified, data can be saved to tables, and reports can be generated, just like regular databases. The replicated database being sent to the field offices is identical to the Design Master database maintained at the State

What Design Masters Are!

Design Masters are the primary database of a series of replicated databases. Only the Design Master allows for the modification of database design. They are basically like a regular database, but are slightly bigger than their standard database equivalent. They do have replicated tables, queries, forms, and reports, but are capable of aggregating data from each of the replicated databases. When databases are transmitted from county (or field) offices, the State office will synchronize the replicated database with the Design Master. If any changes have been made to the data in either the Design Master or the Replicated Database, the two databases will be brought into agreement. This allows any number of replicated databases to provide updated records to the Design Master.

Basic Instructions – Getting Started – State Office

Only basic knowledge of Microsoft Access97 is required to run this application. Two databases were sent to you. The database to be used in the State office is the Design Master file (FSAReview2002XX.mdb where XX is your state 2-character abbreviation). The database to be used by the field offices is the Replicated Database file (FSAReview2002XXrep.mdb where XX is your state 2-character abbreviation and rep stands for replicated database).

When you receive your Design Master Database and your Replicated Database, save them to your local computer system. Then transmit a copy of the Replicated Database to field office or location where FSA Status Reviews are going to be conducted and information collected.

The application is started by opening the database file (FSAReview2002XX.mdb where XX is your state 2-character abbreviation), the opening menu will automatically come up. The application is built around a series of screens, data entry forms, data quality check reports, and general reports. Basic screen navigation is through buttons and tabs. Data entry is through direct text entry in text boxes, radio button clicks, or pull-down selection lists. **Data entry at the State office will only be necessary if a field office cannot run this database application.**

The State Office should print a list of tracts by County to preview the number of tracts being sent to each Field Office. To get this printout, select the 'Getting Started' button on the opening screen, then select 'Pre-Selected Tracts by County Report'. The State Office should also complete the form on the Getting Started Menu by clicking on the button, 'Enter State Contact Information'.

Basic Instructions – Getting Started – Field Office

Only basic knowledge of Microsoft Access97 is required to run this application. One replicated database was sent to you. The Replicated Database file (FSAReview2002XXrep.mdb where XX is your state 2-character abbreviation and rep stands for replicated database) contains all tables, queries, forms, reports, macros, and reports that the Design Master Database contains. It also contains **all** pre-selected tracts within your state.

Save the database to your local computer system.

The application is started by opening the database file (FSAReview2002XX.mdb where XX is your state 2-character abbreviation), the opening menu will automatically come up. The application is built around a series of screens, data entry forms, data quality check reports, and general reports. Basic screen navigation is through buttons and tabs. Data entry is through direct text entry in text boxes, radio button clicks, or pull-down selection lists.

The rest of these instructions provides a description of the menu screens that drive the application. Each of the screen options will be defined briefly to provide the user the expected result of pressing each of the menu buttons.

Main Menu Choices

The first screen when starting the application is the Main Menu. The options on this menu are: 1) Getting Started – prints sample tracts and record FSA Contact person information, 2) enter and edit FSA Status Review tract data, 3) run a series of quality assurance and checking reports, 4) run assorted reports, 5) Provides some additional reports for States to examine the completeness of the status review data, and 6) exit from the application.

- Getting Started
- Data Entry/Edit Menu
- Review Status Review Results
- Reports Menu
- Final Step For State Office
- Exit

Basic Instructions – Tract Lists to Counties

The first step at the field office should be to print a list of tracts for your county that are subject to this status review. Examine the list to ensure that all tracts that will be reviewed are listed. Any missing tracts can be added through the Data Entry/Edit Menu. To print the list of tracts, access the Getting Started Menu option on the first screen.

The tract list is available in two reports, "Pre-selected Tracts by County Report" and "Pre-selected Tracts by User-selected County Report. These reports display all pre-selected status review tracts by county. The "Pre-selected Tracts by County Report" displays all tracts for a state, with each county's tracts on a separate page(s). "Pre-selected Tracts by User-selected County Report" displays the pre-selected tracts for only the county indicated by the user. The user will be prompted for the county name prior to generating this report. These reports are intended to serve as a means of providing a quick list of tracts within a county. They **do NOT** replace the NRCS-CPA-18 form.

Getting Started

Menu options

- Pre-selected Tracts by County Report
- Pre-selected Tracts by User-selected County Report
- Enter State Contact Information
- Return to Main Menu

The first menu option, "Pre-selected Tracts by County Report", generates a report of all tracts within a state, on a county basis. **Each county's tracts are displayed on separate pages.**

The second menu option, "Pre-selected Tracts by User-selected County Report", generates a report of all tracts within a county within a state, for whatever county is entered by the user at the prompt.

The third menu option, "State Contact Information", records basic information about the State office's and field office's primary FSA Status Review Contacts. Data requested include first and last name, title, office type, telephone and fax numbers, and e-mail address. This is important information to require in the event of data questions. Completion of this information is **NOT** optional.

Data Entry/Edit Menu

Menu options

- Enter/Edit Pre-selected FSA Status Review Tracts
- Enter/Edit State-selected FSA Status Review Tracts
- Return to Main Menu

Once determinations have been completed, the information should be entered through the data entry forms, available under the "Data Entry/Edit Menu" option on the Main Menu. On the "Data Entry/Editing Menu" screen, select "**Enter/Edit Pre-Selected Status Review Tracts**" to enter and edit information about the state's **pre-selected** FSA Status Review tracts sent from NHQ and "**Enter/Edit State-Selected Status Review Tracts**" to enter and edit information about **additional** tracts added at the state or local level (referrals, variances, multiple tract splits).

The "Return to Main Menu" button closes the current menu and returns the user to the Main Menu.

Remember, **Pre-Selected** refers to tracts that have been sent to the States from NHQ as part of the yearly sample of tracts being reviewed in the current year. Status Review data for these tracts must be entered through the Pre-Selected Tracts menu.

State-Selected tracts are addition reviews on tracts identified by the State or Field Offices. This review information must be entered through the State-Selected Tracts menu.

➔ IMPORTANT NOTE: NEW TRACT NUMBERS

For tracts in the pre-selected list that are now multiple tracts, use the following procedure for recording information.

1. For pre-selected tracts that have been subdivided into multiple tracts, record one “New Tract No.” information within the appropriate record on the “Enter/Edit Pre-selected Status Review Tracts” form.

2. Then enter complete review information on the other new tract(s) on the “Enter/Edit State-selected Status Review Tracts” form. Enter the existing tract no. in the “Tract No.” box of each record, but record the new tract no. in the “New Tract No.” box. Each subdivided tract will have an individual record in the “Enter/Edit State-selected Status Review Tracts” form, but will have the same original “Tract No.”.

Points of emphasis on entering status review data

- **Tract is invalid** --- Mark the invalid data box and enter a reason in the comments field.
- Comments should be added to any record to clarify determination.
- Make sure all fields are completed when using the State-selected data input screen.
- Do not use the State-selected data entry screen to enter data on tracts sent to States from NHQ (pre-selected). This action creates duplicate records.
- Mark the Wetlands_violation field as ‘Yes’ if a wetlands violation is observed as part of the review.
- All tracts must have the fields “time”, “acres”, and “determination” completed unless it is marked **Invalid**.
- State Office coordinator should run all the reports after consolidating the review data. Duplicate records should be removed before sending data to NHQ.

Review Status Review Results

Use all the menu items on this screen before you transmit this database to the State Office. The reports generated on these reports should be blank if all the fields on the status reviews have been completed.

Menu options

- All Valid Tracts without Acreages
  Identifies all tracts that did not have the acreage field completed.
- All Valid Tracts without a Compliance Determination
  Identifies all tracts with a blank compliance determination field.
- All Valid Tracts without Wetlands Violation Designation
  Identifies all tracts with a blank wetlands violation designation field.
- Return to Main Menu

Reports Menu

Note: Any report that contains an error message **“#error”** means this calculation or count is based on a query that resulted in no answers. This message should be equated to the number zero.

Menu options

- General Tract Information Reports (menu)
- Compliance Violations Reports (menu)
- Wetlands Violations Reports (menu)
- State Summary of Status Reviews
- Determination Summary
- Return to Main Menu

General Tract Information Reports Menu

Menu options
- All FSA Status Review Tracts by State
- All FSA Status Review Tracts by County
- Pre-selected FSA Status Review Tracts
- State-selected FSA Status Review Tracts
- Return to Reports Menu
- Return to Main Menu

Compliance Violations Reports Menu

Menu options
- All Tracts – Compliance Violations Report
- All Tracts by County – Compliance Violations Report.
- Pre-selected Tracts with Compliance Violations Report
- State-selected Tracts with Compliance Violations Report
- Return to Reports Menu
- Return to Main Menu

Wetlands Violations Reports Menu

Menu options
- All Tracts – Wetlands Violations Report
- All Tracts by County - Wetlands Violations Report
- Pre-selected Tracts with Wetlands Violations Report
- State-selected Tracts with Wetlands Violations Report
- Return to Reports Menu

The following reports should be run by the State after synchronizing the databases from all the field offices. They will provide the data in a format to allow the States to analyze their own data.

- State Summary of Status Reviews
- Determinations Summary

Final Step For State Office Menu

This menu is new for 2002. It will generate additional reports for the States to use for conducting their own analysis of the Status Review data in their State. This should be run after the synchronization process.

Menu options
- All Invalid Tracts
  Identifies all tracts that are no longer subject to a Status review.
- Missing Data Reports
  Sends you to the Quality Assurance Check menu
- All Tracts Designated - Plan Not Needed
- Summary of Determinations
- Non-Compliance Report

Additional Reports will be added to this menu as the need is identified.

Basic Instructions Returning Replicated Databases

Once replicated databases are have been populated completely, transmit this database back to State office. The FSA Status Review contact in State office will update or “synchronize” the replicated databases with the State office Design Master. At the time that the databases are synchronized, all changes made to either the Design Master or the Replicated Database will incorporate the changes.

How do I Synchronize my Databases?

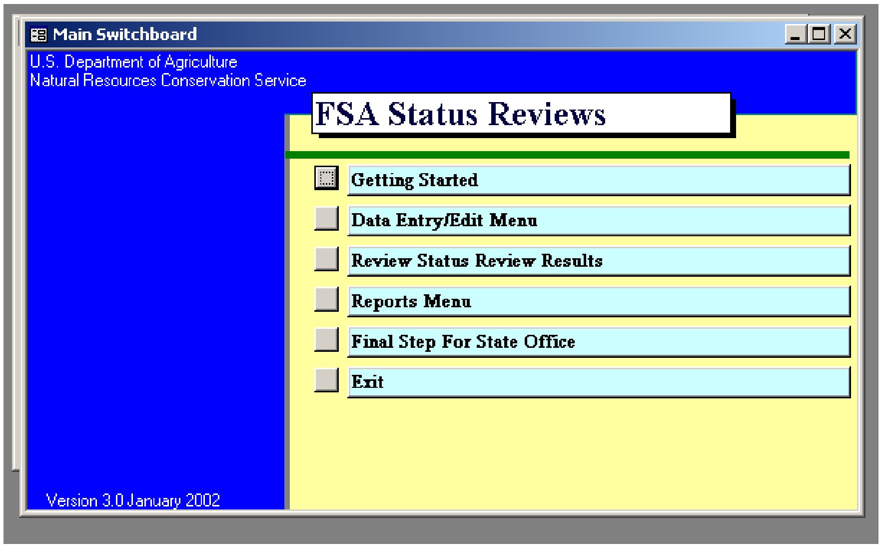
Once a field office has completed recording status review information about its tracts in the database, the database should be transmitted from the field office to the State office. At the State office, the database will be synchronized with the Design Master in the following way. **Only the State Office synchronizes the databases.**

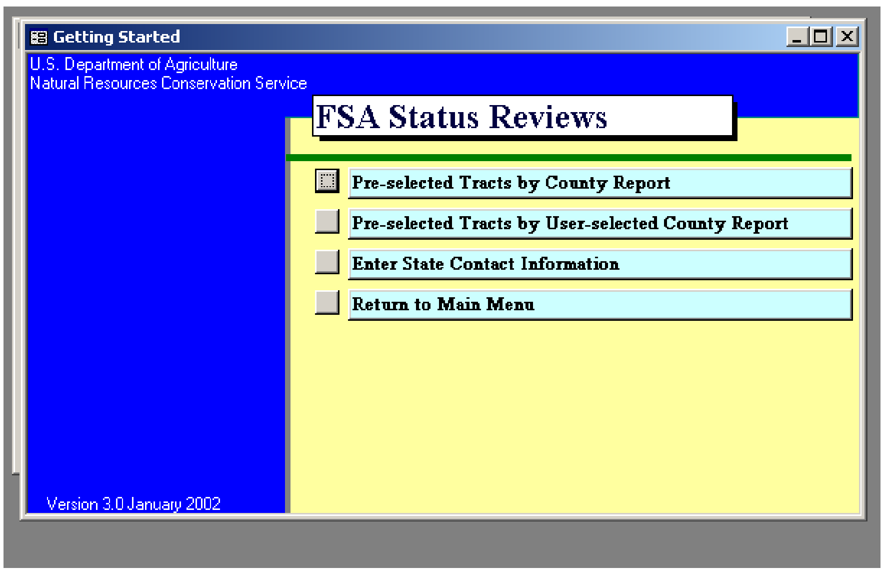
Save the replicated database to a directory on your local State office system. Open up your State’s Design Master database (FSAReview2002XX.mdb). Once opened, click on the “Tools” menu option on the main Access97 toolbar. On the dropdown menu, click on the “Replication” option and “Synchronize Now” option. The process will then began and should be completed in just a few moments. Once completed, both the Design Master and the Replicated Database will contain identical data.

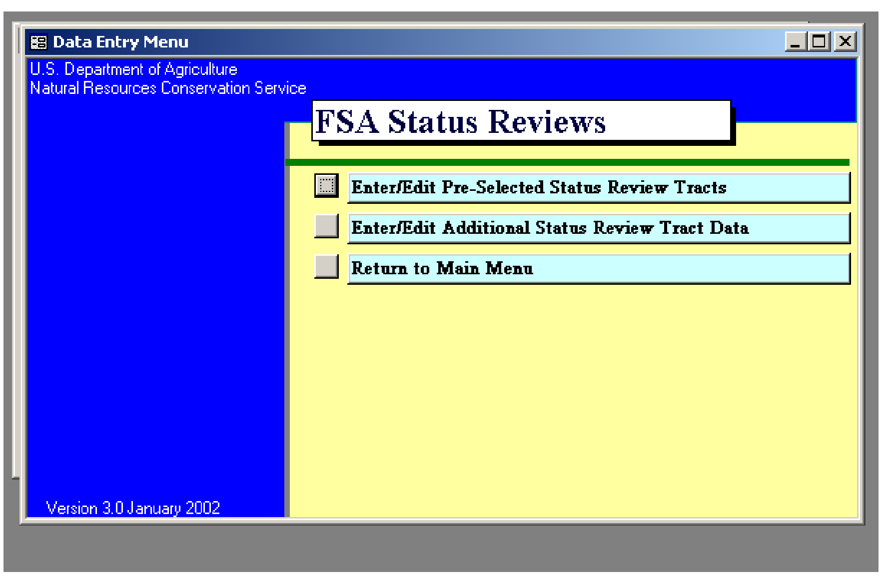
Transmission of Database to National Headquarters

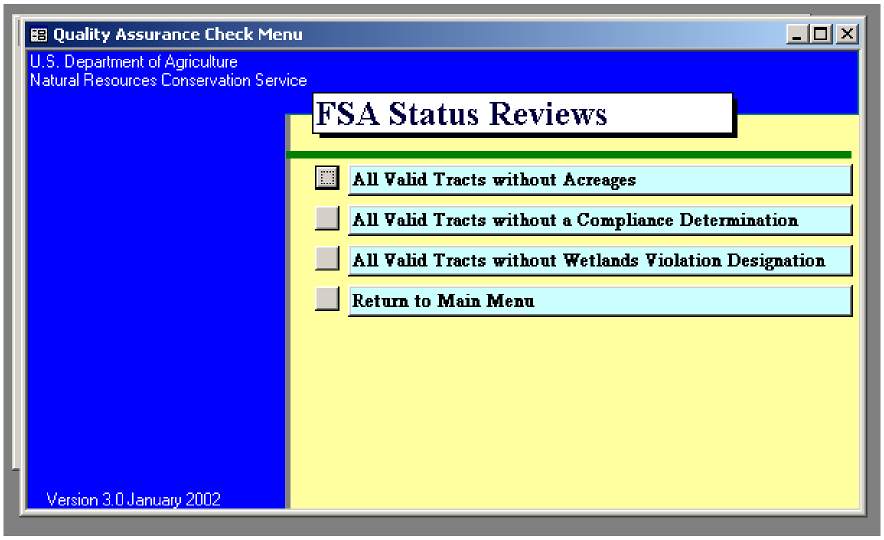
Once the database has been populated with complete information about all individual Status Review Tracts, zip the database, using WinZip, and transmit the zipped file to LeRoy Hall at LeRoy.Hall@usda.gov with a note indicating its completion. If you experience any problems during the transmission, send LeRoy an e-mail to that effect and alternative means to transmitting the database will be made available on an individual basis.

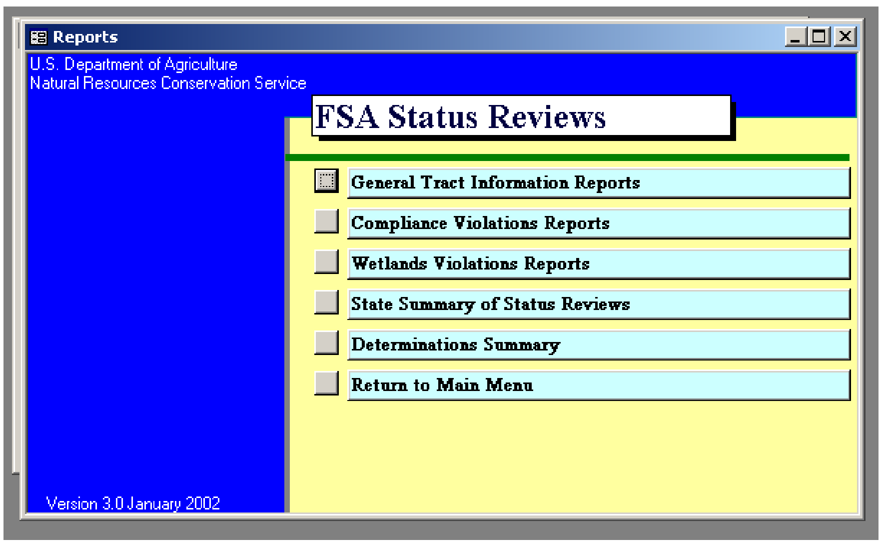
Copies of Menu System for FSA Status Review Database Application

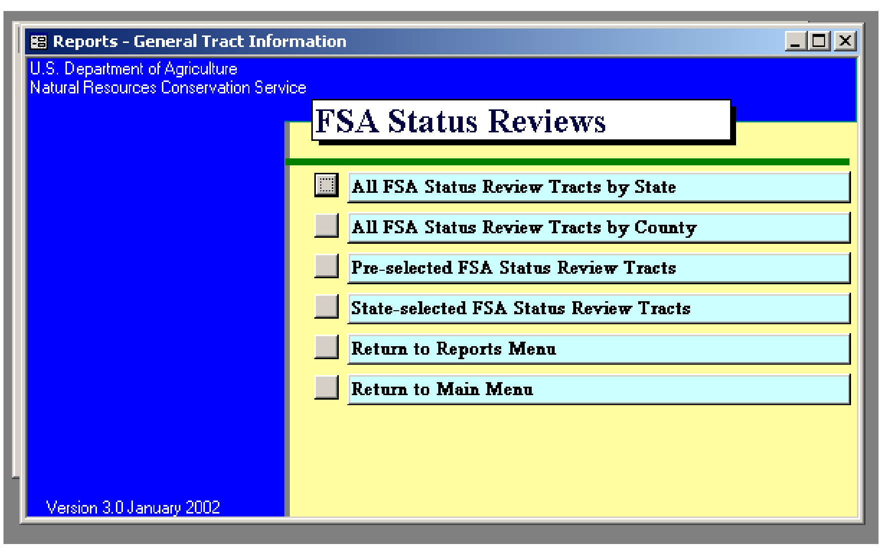


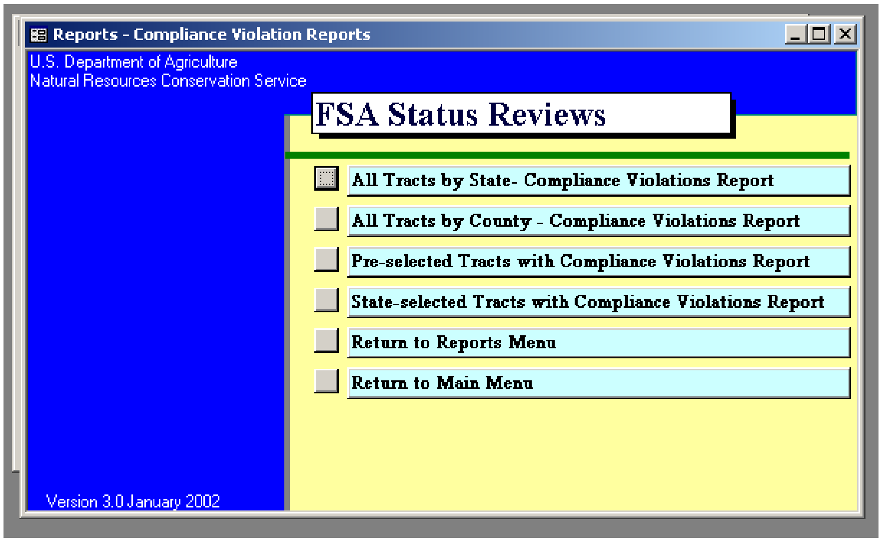


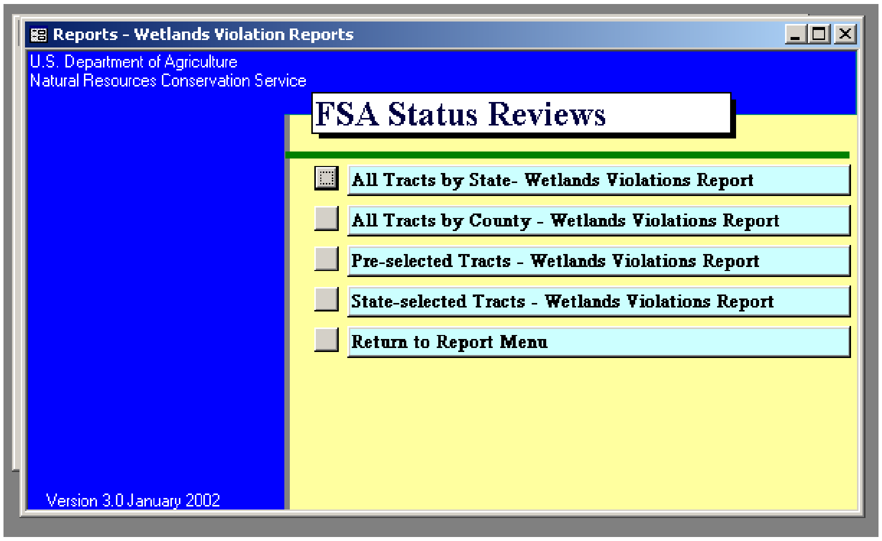


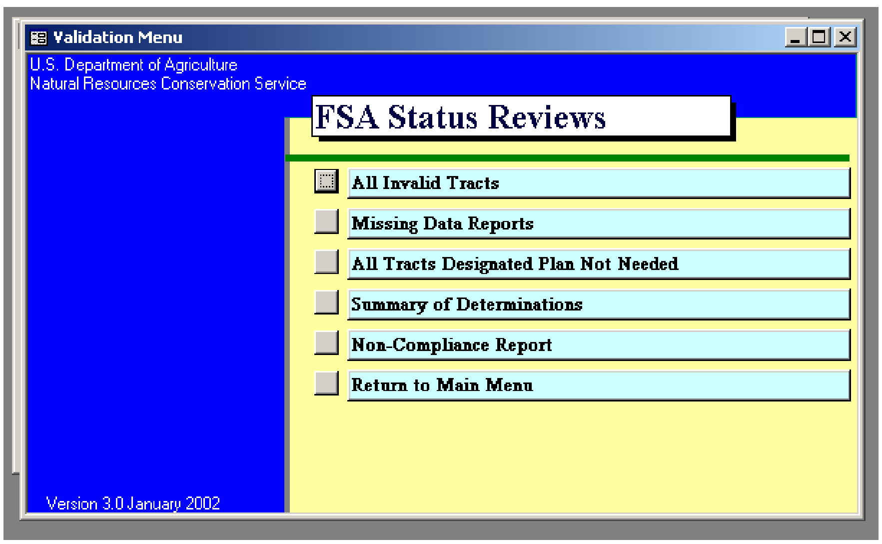

Quality Assurance Check Menu
U.S. Department of Agriculture
Natural Resources Conservation Service
FSA Status Reviews
All Valid Tracts without Acreages
All Valid Tracts without a Compliance Determination
All Valid Tracts without Wetlands Violation Designation
Return to Main Menu
Version 3.0 January 2002


Reports
U.S. Department of Agriculture
Natural Resources Conservation Service
FSA Status Reviews
General Tract Information Reports
Compliance Violations Reports
Wetlands Violations Reports
State Summary of Status Reviews
Determinations Summary
Return to Main Menu
Version 3.0 January 2002


Reports - General Tract Information
U.S. Department of Agriculture
Natural Resources Conservation Service
FSA Status Reviews
All FSA Status Review Tracts by State
All FSA Status Review Tracts by County
Pre-selected FSA Status Review Tracts
State-selected FSA Status Review Tracts
Return to Reports Menu
Return to Main Menu
Version 3.0 January 2002


Reports - Compliance Violation Reports
U.S. Department of Agriculture
Natural Resources Conservation Service
FSA Status Reviews
All Tracts by State- Compliance Violations Report
All Tracts by County - Compliance Violations Report
Pre-selected Tracts with Compliance Violations Report
State-selected Tracts with Compliance Violations Report
Return to Reports Menu
Return to Main Menu
Version 3.0 January 2002


Reports - Wetlands Violation Reports
U.S. Department of Agriculture
Natural Resources Conservation Service
FSA Status Reviews
All Tracts by State- Wetlands Violations Report
All Tracts by County - Wetlands Violations Report
Pre-selected Tracts - Wetlands Violations Report
State-selected Tracts - Wetlands Violations Report
Return to Report Menu
Version 3.0 January 2002


Validation Menu
U.S. Department of Agriculture
Natural Resources Conservation Service
FSA Status Reviews
All Invalid Tracts
Missing Data Reports
All Tracts Designated Plan Not Needed
Summary of Determinations
Non-Compliance Report
Return to Main Menu
Version 3.0 January 2002